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DDA 84-0046/10
16 March 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 16 March 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Since 1 January twelve Directorate of Intelligence components have eliminated requirements for hard copy messages as a result of the SAFE program. This has resulted in the savings of 15,000 sheets of paper printed on both sides per month.

b. The Office of Data Processing reports that on 10 March 1984, large IBM mainframe computers and related software were moved to the Defense Intelligence Analysis Center (DIAC) located at Bolling Air Force Base. The DIAC is now operational at Bolling, and final aspects of the DIAC move plan should be completed by 6 April 1984.

c. A. D. Little, Inc., has begun an update of a SAFE Project evaluation they completed 15 months ago. In the course of this second look at SAFE, they will be talking to a variety of technical, user, and management personnel in CIA and DIA. In addition to looking at the requirements satisfaction and technical direction of the Project, they will also analyze various aspects of Project management to see if more cost effective measures can be adopted.

d. On 14 March the Director of Information Services (OIS) chaired a meeting on the accessioning of OSS documents to the National Archives and Records Service (NARS). An alert cable will be sent to the field notifying appropriate foreign liaison services of the pending action. Representatives of the Agency will visit NARS on 19 March to arrange for the formal accessioning of the 198 cubic feet of OSS records temporarily stored there.

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g. Planters for the northeast and southeast entrances will be delivered on Friday, 23 March. The highway barricade presently at the northeast entrance will be relocated to the northwest entrance. S.N.

h. Bids for the first construction contract on the New Building project were opened by General Services Administration on 13 March 1984. The low bid of \$14.9 million was well under the government estimate of approximately \$19 million. S.N.

i. At a 13 March meeting, two alternatives were selected out of the eight identified for improving the Route 123 entrance. These alternatives will be incorporated into a preliminary design report by the Virginia Department of Highways and Transportation consultant. This report should be completed about mid-April. S.N.

j. The Office of Personnel advises that there continues to be a large inflow of applicant resumes and field cases. There are approximately [] applicants in process (i.e., accepted by components and now being cleared by Medical Services and Security. The historic loss rate is 2 to 1). Additionally, there are nearly a thousand professional applicants under review in the various Agency components.

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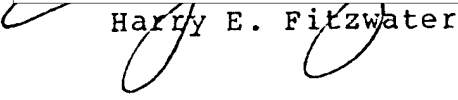
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1. The first running of the Intelligence Successes and Failures Seminar (ISF) began this week with 18 students in attendance drawn almost entirely from the Directorate of Intelligence. The ISF was instituted at the behest of the DCI who wanted to increase analyst understanding of the causes of intelligence failures and the requirements for success. The Seminar is six days in length but is spread over a three week period in order for participants to read case studies and to develop their own examples from their work. The Seminar will be offered again during May.

m. On 14 March the Financial Systems Planning Team received a briefing on the automated travel authorization system developed for the Bureau of Refugees of the Department of State. This system, programmed for the WANG, has been made available to other State Bureaus interested in automating the travel authorization process. Mr. James F. Lawrence, Executive Director/Bureau of Refugees, offered a copy of the program to the Team. It appears that this program has potential and could serve as the basis for automating preparation of Agency travel orders.

3. Significant activities anticipated during the coming week:

The DDA will hold an Office Directors' Conference from noon on Tuesday, 20 March, through noon on Wednesday, 21 March, to discuss the FY-86 Budget.

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Harry E. Fitzwater**SECRET**

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